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**APPLICATION Instructions**  
**Peacebuilding & Education Program**  
**CONTACT South Asia, Kathmandu, Nepal**  
**December 4<sup>th</sup>-15<sup>th</sup> 2013**

**Application Instructions:**

The CONTACT Program Manager will work with individual applicants from initial inquiry to arrival. The Program Manager and the CONTACT staff will assist prospective students with the admission process and inform them of what they can expect from this program's education and what this program will expect from them as a student. Professional experience, academic ability, career goals, cross-cultural experiences and ability to work well with others, are considered when reviewing an applicant's folder. A variety of methods may be used to assess these qualities, including essay, review of past academic performance, references and possibly personal interview.

**General Admissions Process:**

Your application file will be reviewed only after all the documents have been received. Please be sure to include the following when submitting your application:

- ☐ A 1 page **essay** typed in English and written by you, describing your professional background and interests relevant to the field of conflict transformation and peacebuilding, including personal expectations and objectives and plans for applying the skills and knowledge acquired in the program.
- ☐ Your resume or curriculum vitae
- ☐ One (1) **letter of reference**. This needs to be a letter from your supervisor, a colleague, peer or professor who knows your work. The letter should detail your experience and passion for peacebuilding as well as plans on where and how you will use the skills and the knowledge acquired during the institute.
- ☐ Non-native speakers of English must demonstrate their ability to participate in a graduate-level academic program in English.
- ☐ A copy of your passport

**Documentation of English Proficiency:**

Applicants whose first language is not English and who did not attend an undergraduate institution at which the language of instruction was English, must provide documentation that will demonstrate the English language acquisition (courses attended, tests given, etc). If the Admission reviewers will consider that there is further proof needed, we will contact you for a phone or Skype interview. Should you have taken and passed the TOEFL or IELTS exams, please send copies of your documents along with your application.